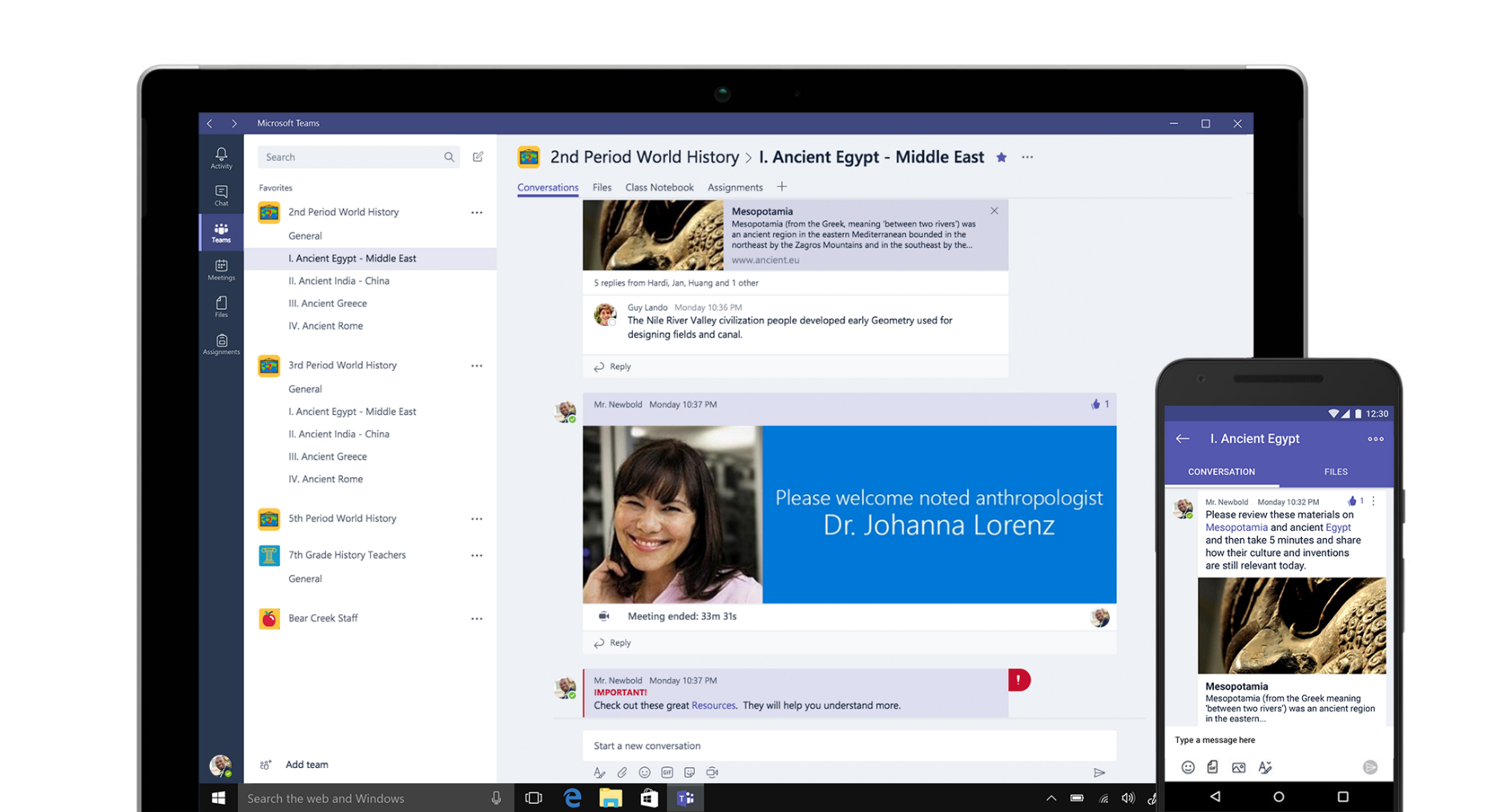
Meet Microsoft Teams

Get started with a hub for teamwork in Office 365 for Education

Guide for School Leaders

# Create a more collaborative school environment for students, teachers, and staff

- MIDDLE SCHOOL PRINCIPAL

*“With Office 365 for Education, now with Microsoft Teams, I can now redefine what a classroom means for my teachers and students by bringing in resources from around the world, providing them anytime, anywhere access to learning and giving them the skills I know they will need for their future.”*

*”*

**Microsoft Teams** is a digital hub that brings conversations, content, and apps together in a single experience in **Office 365 for Education**. Using **Teams**, teachers can move quickly and easily from conversations to content creation with context, continuity, and transparency. **Teams** addresses the unique needs of different groups and enables them to work together easily and get things done:

* **Manage projects, tasks, and content** using the applications that you use every day—all available in a single, custom workspace
* **Stay in the know with real-time information and updates** shared in persistent team conversations, private chats (these can be moderated, if needed), team meetings, and other channels
* **Support rich collaboration and seamless experiences** with integrated apps from Office 365 like Word, Excel, PowerPoint, and OneNote, and education partners like busuu, Canvas, Flipgrid, and Kahoot!

**Office 365 for Education** now includes **Teams**. This means that **Teams** is free for all faculty, staff, and students through **Office 365 for Education**!

The table below describes a few examples of ways school leaders can work together in **Teams**, to help support innovative teaching methods and best practices in collaborative schools.

Hinton, M. (2017, March). Study Links After-School Programs to Improved STEM Knowledge. *Education Week*. Retrieved from <http://blogs.edweek.org/edweek/time_and_learning/2017/03/new_study_examines_link_between_after-school_programs_stem_knowledge.html?cmp=eml-enl-eu-news3>

[*Learn more about the new experiences coming to Teams designed for teachers, students, and staff!*](https://blogs.office.com/2017/05/02/modern-classroom-collaboration-with-office-365-for-education/)

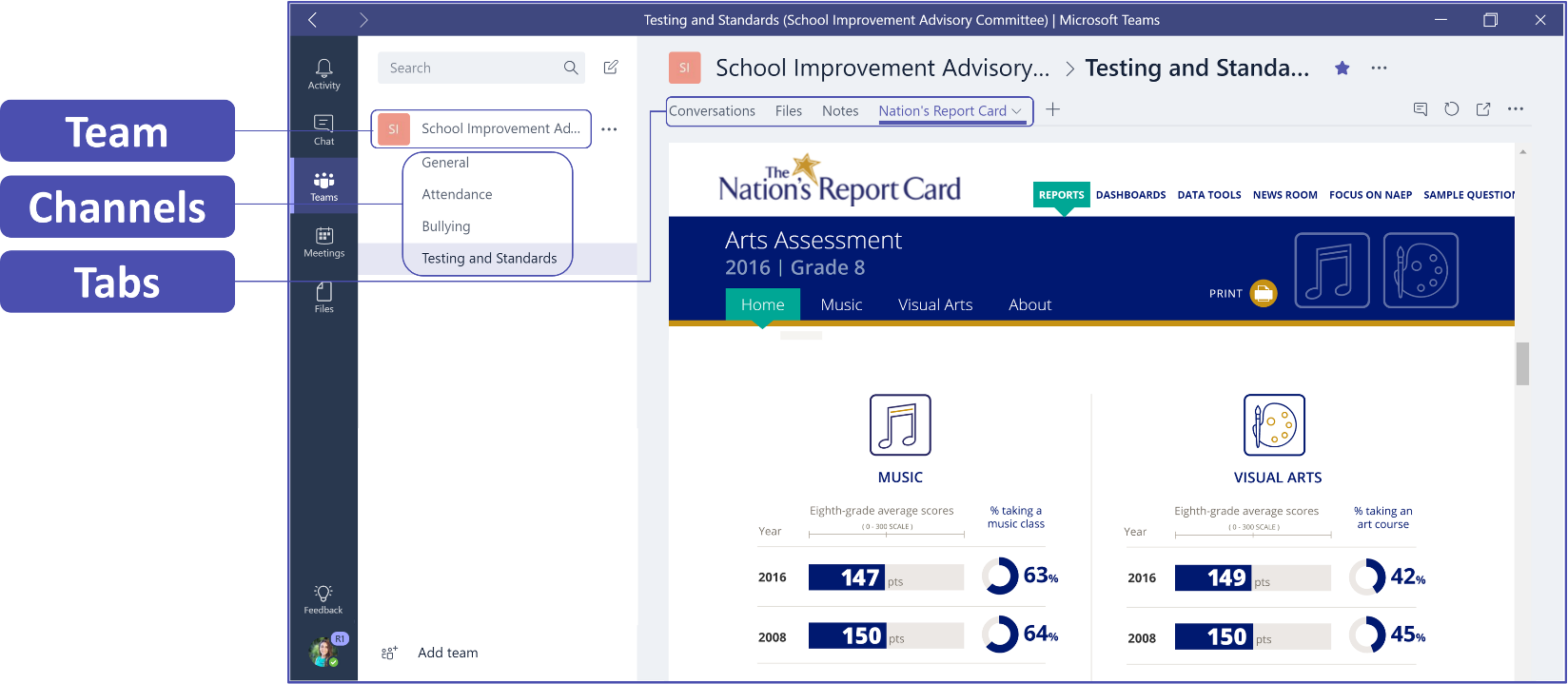
|  |  |
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| **Scenario** | **Description** |
| **School Improvement Advisory Committees (SIAC)** | Effective school improvement programs and initiatives require team access to rich data analytics (such as percentile rankings) and easy collaboration among diverse teams that include administrators, faculty, students, and others across the district. |
| **Incident response plans** | When an incident (such as a health risk) occurs, fast and accurate communication helps to ensure an effective response. Using **Teams**, incident response teams can easily draft and share timely and appropriate information with students, parents, and the community, and coordinate additional resources (such as school nurses). |
| **Social and Emotional Learning (SEL) programs** | SEL programs can promote academic success and positive behavior while reducing emotional distress and general misconduct1. **Channels** in **Teams** can be organized, for example, around the five key SEL competencies: Self-awareness, self-management, social awareness, relationship skills, and responsible decision making. |
| **Teacher evaluations** | Evaluating teacher performance is a time-consuming, but important regular activity. Using **Teams**, administrators can share professional development resources with all teachers in the **General** channel, and manage private communications (in **Conversations**) and content (for example, using **OneNote**) with individual teachers in separate channels. |

# Understanding Teams

You can create teams for different projects, activities, committees, and processes as needed, and invite others in the school or district to join as team members. Teams can also be created based on existing **Office 365** **Groups**, and any changes made to the **Office 365** **Groups** will automatically be synced in **Teams**. This simplifies the process of inviting and managing team members, and saves group files in **Teams**.

It may be tempting to just map a bunch of your email distribution lists to individual teams, but **Teams** is about working in a highly collaborative environment toward a common goal. You can overcome the exclusiveness and “need to know” limitations of distribution lists by creating your teams at the right levels for working groups in your school or district.

Individual teams can be further organized into **channels** that contain **tabs** for conversations, files, notes, and more. **Channels** can be created based on the team’s different needs, for example, by topic, discipline, or subject. **Tabs** enable teams to upload, review, and edit files, notes, and customized content (such as documents, spreadsheets, presentations, videos, external links, other applications, and more). This content is then easily accessible to everyone on the team.



Setting up **Teams** on your mobile device is easy and will ensure you can conveniently stay connected with your team from anywhere, at any time, and on any device. You can download **Teams** from the [Windows Store](http://www.microsoftstore.com) (Windows Mobile), [App Store](https://itunes.apple.com/) (Apple iOS) or [Google Play](https://play.google.com/store) (Android).

# Introduce Teams to your peers

Begin with a kickoff meeting to set expectations, provide guidance, and demonstrate the basics of **Teams**. Ask your peers to use **Teams** as their primary communication and collaboration tool for your team-based activities. Try using **Chat** in **Teams** to replace short emails and text messages as an easy way to introduce everyone to the convenience and functionality in **Teams**.

# Customize Teams for your unique scenario

Successful teams need simple and intuitive tools to enable fast and effective communication and collaboration. Whether you’re chairing a committee, preparing incident response plans, creating personalized student programs, evaluating teachers, or managing any other team-based activity, **Teams** can help you get organized for success. In the following steps, we’ll show you how to get started and customize **Teams** for your scenario.

|  |  |  |
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| Create your team and invite team members | | |
| 1. To launch **Teams**, go to the app launcher – the “waffle” – in **Office 365** **for Education** and click the **Teams** tile to open the online app, or download it to your desktop.   **Note :** If you’re having trouble accessing **Teams**, contact your IT Admin to make sure you have the right license. |  |
| 1. Click the button at the bottom of the channel list in **Teams**, then click the button on the **Create a team** tile fromthe menu of **Suggested teams**. |  |
| 1. In the **Create your team** window, name your **team** and write a brief description that explains the purpose of the **team**, then click the button.   **Note:** Leave the **Privacy** option set to **Private—Only team owners can add members** (you can change this setting later if needed).  Before you train your team, go ahead and customize the setup of **Teams**. Begin by creating your team, setting up a few **channels**, and adding a few **tabs**. Then seed a few **tabs** with some relevant, engaging, and helpful content. |  | |
| 1. You can easily add **people**, **groups**, and **distribution lists** from your school or district. As you begin typing names, a dropdown list of people in your email directory matching your spelling will appear. Click the button to add team members, or click the button to add team members later if you want to set up your content first (recommended). |  | |
| Create a few key channels and some tabs with great content | | |
| 1. When you create a new team, a **General** channel is automatically added to the team. You can create additional **channels** to keep your team organized. By default, anyone on the team can access these channels.   Post **Teams** training tips to the **General** channel for easy reference. This will be a convenient place for the entire team to get help and guidance, but especially useful for new members joining the team. |  | |
| 1. To create additional **channels**, right-click your team name in the channel list and select **Add Channel** from the dropdown menu.   Create a few channels to get started, then encourage team members to create additional channels based on topics, initiatives, or other needs. |  | |
| 1. In the dialog box, name your **channel** and write a brief description that explains the purpose of the **channel**, then click the button.   Once you’ve created a few **channels**, you can seed them with some actual contentso that your team members don’t see a blank page the first time they log in. For example, you might **start a new conversation** by posting a few questions in each **channel** to get a few discussions started and **@mention** specific team members to pull them into the conversation. |  | |
| 1. Within individual **channels**, you can create **tabs** for different content and applications. Several default tabs are created within each channel, including **Conversations**, **Files**, and **Notes**. To create a new tab, click the **+** to the right of the default tabs, then select an app or file for the tab (such as **OneNote** or **PowerBI**), name it, and click the button.   **Note:** The setup steps for some applications and services may differ slightly from the instructions provided here. |  | |
| 1. To create a new **tab** that links directly to a specific file (such as national standards, state and district assessments,or test score percentile rankings), click the **+** to the right of the default tabs, then select the app for the file type (such as a **Word** document, **Excel** spreadsheet,or **PowerPoint** presentation), browse to the file name under **Files**, name the tab, and click the button.   You can pin an existing **OneNote** notebook from a **SharePoint** site or other website ( ) directly to your **channel** as a **tab** for easy team access. |  | |
| Move email conversations to Teams | | |
| 1. You can send emails to a **channel** within **Teams** to keep all your team communications organized and accessible in one place. To create an email address for a **channel**, click the ellipsis ( ) to the right of the **channel**, select **Get email address** in the dropdown menu, then click the button and save the email address to your contacts list or email address book.   Forward emails into a **channel** to continue discussions in **Teams**. |  | |
| 1. You can click the advanced settings link in the **Get email address** window to limit who can send emails to the team (for example anyone, only team members, or only emails sent from specified domains).   Limiting who can send emails to a **channel** will help reduce the likelihood of receiving spam or phishing emails in **Teams**. |  | |
| 1. You can customize your email notification settings for different events (such as personal **@mentions** or replies to conversations you start) by clicking on your profile picture in the lower left corner of **Teams**, then selecting **Notifications** from the dropdown menu. |  | |
| Schedule meetings in Teams | | |
| 1. To schedule a meeting in **Teams**, click **Meetings** in the left navigation pane, then click the **Schedule a meeting** button at the bottom of the middle navigation pane.   **Scheduled meetings** are listed in the middle navigation pane, you can join a meeting directly from **Teams** by clicking the button next to the meeting. |  | |
| 1. In the **New meeting** window, add your meeting details and **Invite people** (matching names from your email directory will appear as you begin to type), or optionally **Select a channel to meet in** so that anyone in the team channel can join the meeting. Use the **Scheduling assistant** to check the availability of your team members and check the **Repeat** box to setup a recurring meeting. Click the button when you’re done.   The **Meet Now** feature (located at the bottom of the **Conversations** tab) allows team members to meet on-the-fly – without having to schedule a meeting or reserve a room or auditorium. |  | |
| Reviewing what you’ve learned about Teams | | |

* **Teams** is a hub for teamwork that is fully integrated with **Office 365 for Education**, so team members can easily communicate and collaborate using familiar **Office 365** applications like Word, Excel, OneNote, and PowerPoint. For **Office 365 for Education** subscribers, **Teams** is free, so you can start right away!
* You can organize your team using custom **channels** and **tabs** that you create to meet your collaboration requirements. **Tabs** can link directly to files or other content, or to Office 365 applications such as Planner and PowerBI, or apps from education partners like busuu, Canvas, Flipgrid, and Kahoot!
* Move email conversations to **Teams** to keep your team members up-to-date in one convenient, easy-to-use workspace. Use the **Chat** feature in **Teams** in place of short emails to keep your inbox less cluttered.
* Schedule video meetings or **Skype** calls in **Teams** using **Meetings**, or use the **Meet Now** feature to quickly and easily meet with team members on-the-fly.
* You can watch helpful videos to help you get started here: [**Microsoft Teams Quick Start**](https://support.office.com/en-us/article/Microsoft-Teams-Quick-Start-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US).
* You can get additional step-by-step help here: [**Microsoft Teams Help**](https://support.office.com/en-us/teams).
* You can read more about the new experiences coming to Teams in Office 365 for Education [**here on the Office blog**](https://blogs.office.com/2017/05/02/modern-classroom-collaboration-with-office-365-for-education/)**.**